

Attachment G

Sample Letter to a Prospective Participant for the GIS Inventory

Dear Mr. X,

My name is Kathy Wimbish, and I am a Geographer in the Geography Division at the US Census Bureau headquarters in Suitland, Maryland. I am leading a pilot program titled “Address Authority Outreach and Support for Data Sharing” and am asking for your assistance by providing basic information about your residential address file, and about the person who is in charge of the address data file. We anticipate that participation in the pilot will take no more than one (1) hour of your time.

The pilot team has selected almost sixty legal governments to invite to participate in our pilot. The selection criteria ensures an entity from every type of government (tribal, state, county, place, minor civil division), various sizes of jurisdictions based on 2010 Census population counts, and partnering history with one of the Census Bureau’s address-sharing related geographic programs (the 2010 LUCA program and/or the 2010 New Construction program). We are directing this request to participate to you because your jurisdiction participated in one, or both, of these programs, and you were designated as the liaison/contact.

Background on the Outreach for Local Address Information

The Census Bureau is embarking on a Geographic Support Systems Initiative (GSS-I), an integrated program of improving address coverage, continual updating of spatial features, and enhanced quality assessment and measurement. A pivotal piece of the GSS-I will be working with tribal, federal, state, and local governments, as well as other key stakeholders, on projects that will be mutually beneficial to ensuring a complete and accurate address list.

While prior address data sharing programs have been impressive (LUCA, New Construction, and BAS), there is a desire to improve participation rates via the development of a more targeted contact dataset: identifying local address authorities. The resulting dataset would also assist state and local governments in establishing their own data sharing programs.

The Address Authority Outreach and Support for Data Sharing Pilot

The goal of the Address Authority Outreach and Support for Data Sharing Pilot is to research and develop an approach for identifying and creating an inventory of address authorities which facilitates address data sharing activities, and provides guidance on overcoming barriers (legal/policy) at the local level.

The objectives of the pilot are:

- Identifying the multiple aggregators of address data within state and local governments
- Develop a new, or utilize an existing, web-based portal for creation and maintenance of Address Authority contact information
- Explore the best ways to communicate with all Address Authorities within a jurisdiction, about state-based and Census Bureau programs
- Utilize the contact information to disseminate information on data sharing programs, benefits, and strategies for overcoming barriers.

Below are links to Census Bureau websites that provide additional information on the GSS-I; the Address Summit, from which the Pilots were created; and the Address Authority Pilot (Pilot Proposal 3), and the other Pilots.

<http://www.census.gov/geo/www/gss/index.html>

http://www.census.gov/geo/www/gss/address_summit/census_address_summit.html

Attachment G

http://www.census.gov/geo/www/gss/address_summit/pilots/Pilot_Proposal_3.pdf

Information on How to Participate in the Pilot

We hope that your jurisdiction will decide to participate in the Address Authority Outreach and Support for Data Sharing Pilot.

In conjunction with the National States Geographic Information Council (NSGIC), we have created an Address Authority Questionnaire in their GIS Inventory specifically for this pilot. We would appreciate it if the person in charge of your address file would enter basic information about him/her and about your address-related data files. This person would be your Address Authority, the person who has the authority over the content and/or the sharing of the file(s) outside of your jurisdiction. We are not asking for the actual (spatial or tabular) data, but only information about these data. A staff person from Census headquarters will contact you no later than Wednesday, September 26 to assist you with any questions you may have.

Attached to this email are the procedures for the task we are asking for you to complete.

We estimate it will take no more than one (1) hour to complete the pilot task.

If you have any questions or concerns, please don't hesitate to contact me via email (kathryn.c.wimbish@census.gov) or phone ([301.763.8632](tel:301.763.8632)).

Regards,

Kathy

Attachment: Procedures for Entering Information in the Address Authority Questionnaire the GIS Inventory.pdf

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